



JOB DESCRIPTION

Position Title: **Assistant Coordinator**

Working Title: **Line Locator Technician**

Class Code: 3014

Non-Exempt

EEO Code: 03

Effective Date: August 29, 2002

Major Function

Performs duties associated with the location of Utility lines and responds to requests from excavators' through the Sunshine State One Call of Florida Line.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Receives, reviews and responds to locate requests within utility right-of-ways, corridors etc. Properly marks and identifies the underground facilities owned and operated by Seminole County Utilities, to prevent damage to facilities caused by excavation or demolition operations. Reviews locator requests, schedules appointments with excavators for site visits.

Maintains records and submits reports on work performed as required. Maintains line locator equipment in good working order and reports any problems to immediate supervisor. Reads and interprets blueprints, diagrams, sketches, and drawings. Maintains and properly files all blueprints, diagrams, sketches and drawings.

Administers and maintains an inventory control program of all parts, supplies, tools, and equipment used in the line location section. Transports equipment and vehicles to Fleet Services for maintenance.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of basic computer uses including word processing skills. Knowledge of safe operating procedures used in and around high traffic and high noise areas.

Ability to work from sketches, plans, and blueprints. Ability to communicate effectively both orally and in writing. Ability to use a personal computer and associated software.

Skilled in reviewing engineering drawings and specifications, blueprints, and utility line plans.

High School Diploma or GED and two (2) years experience in Utility work (water, wastewater, or reuse), or a closely related field. Knowledge of personal computers and the ability to read and interpret blueprints, diagrams, sketches, and drawings is essential.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position involves some office work with extensive fieldwork. Most duties are performed while standing or walking to locate utility lines. This position performs physically demanding work that would require bending, stooping, climbing and walking over work site. This position must be able to climb 20 foot vertical ladders and lift heavy objects weighing in excess of 50 pounds. This position would be exposed

to high noise levels on the work site and high traffic volumes on excavation sites. This position would be required to follow safety procedures carefully.